



City of Burbank—Parks and Recreation Department

Adult Sports Leagues 2016 - 2017

Sports Office

1111 West Olive Avenue, Burbank, CA 91506

Monday-Friday 9:00 a.m. — 6:00 p.m.

(818) 238-5330 AdultSports@burbankca.gov

TABLE OF CONTENTS

Registration Requirements and Procedures.....	3
Player Eligibility Rule.....	3
Registration Process	4
On-line Registration Instructions	5
Registration Paperwork.....	6
Acceptable Forms of Employment and Residency Verification	7
Manager's Responsibilities	8
Manager's Meetings Dates.....	8
Adult Sports Contact Information	9
Registration Dates.....	10
Registration Fees	11
Burbank Athletic Federation Code of Conduct	12
Basketball Technical Foul Guidelines	14
Softball Bat Rules.....	15
Official's Training.....	16
Awards	16
Fall Sports.....	17
Winter Sports	18
Summer Sports	19
Map of Facilities	20

REQUIREMENT AND PROCEDURES

Please read carefully

A limited number of teams are accepted for each league each season. Returning teams **are not** guaranteed placement for any season. Registration is accepted on a first come, first serve basis. Please read through the instructions carefully to ensure each team is aware of **all** requirements.

REGISTRATION DOCUMENTS REQUIRED:

- ☐ Registration Form
- ☐ Team Roster
- ☐ Release and Assumption of Risk Agreement
- ☐ League Fees
- ☐ Residency Verification (see classification requirements below)

RESIDENCY REQUIREMENTS:

Corporate Coed teams must maintain 66% or more of the team working for a single business. (2 out of 3 players) . Fee is based on the business location. Team residency for all leagues excluding Corporate Coed is based on 75% of the roster living or working in the City of Burbank to have the \$25 non-resident fee waived. (3 out of 4 players).

ADHERENCE TO MINIMUM AND MAXIMUMS:

Teams will not be allowed to carry more than the maximum number of players or register with less than the minimum number of players.

- ☐ Softball—minimum=12 maximum=20
- ☐ Basketball—minimum=8 maximum=14
- ☐ Volleyball—minimum=8 maximum=16 (4 player league minimum=6)

PLAYER ELIGIBILITY RULE

PLAYER ELIGIBILITY:

Players are allowed to play on one team per league.

- ☐ Slow Pitch Softball—1 Tuesday Men's, 1 Thursday Men's, 1 Church, and 1 Seniors
- ☐ Fast Pitch—1 Men's and 1 Women's
- ☐ Basketball—1 Men's and 1 Women's (women only)
- ☐ Volleyball—1 of each type of league

REGISTRATION PROCESS

Please read carefully

REGISTRATION PROCESS: (NEW)

All teams may register on-line beginning the first day of registration or in person during normal business hours at the Sports Office.

All teams may register during the two week registration period. At the time of registration, you will be asked if you are a *resident or non-resident team. Teams registering as resident will be assessed with the resident fee. Teams registering non-resident will be assessed an additional \$25 fees. **Resident teams are required to provide residency verification.*

Any team which fails to submit the completed Roster and Assumption of Risk paperwork (and residency verification) by the stated paperwork deadline will be removed from the league and all league fees less \$50 will be returned. Paperwork is due by the deadline stated on page 10 for each season.

Registration hours:

- In person may be done at the sports office
 - Monday-Friday 9:00 a.m.—6:00 p.m.
 - Sports Office is located at 1111 West Olive Ave.
 - Sports Office is closed on all legal holidays
- On-line begins at 9:00 a.m. on the first day and ends at 6:00 p.m. on the last day.
 - In order to register on-line you must create an account in Etrak.
 - Visit the youtube video for directions on how to create an account.
 - If you have already established an account you will just need to log-in and register.

NOTE: If your need assistance creating your Etrak account, please contact the Sports Office at (818) 238-5330 during normal business hours for assistance in establishing a username and password. You may also stop by the office for assistance.

ON-LINE REGISTRATION INSTRUCTIONS

Please read carefully

How to register on-line:

1. Website—www.burbankparks.com
2. Create an account or log-in if you currently have an account.
3. Search the Catalog for Sports Leagues
4. Click on Adult Sports
5. Click on the type of league: Basketball, Softball, Volleyball
6. Choose your league. Softball you will first need to choose Fast Pitch, Slow Pitch, or Coed Slow Pitch prior to choosing the specific league

When creating an account you must provide the following information:

1. Name
2. Address
3. 1 phone number
4. 1 email address
5. Date of birth



REGISTRATION PAPERWORK

Please read carefully

1. **Registration Form:** Ensure all information is accurate, legible, and complete. Copies are accepted. If your team has special play requests, this must be noted on this form. The Sports Office will attempt to accommodate play requests; however, there is no guarantee requests can be honored. **Each team must have a valid email address.**
2. **Team Roster:** A roster with the minimum number of players must be completed; that includes each player's name, signature, address, and telephone number. All signatures must be original signatures, **copies are not accepted.** The roster **must be** on 8½" x 14" paper.
3. **Release and Assumption of Risk Agreement:** Each player is required to sign and date the Release and Assumption of Risk Agreement. Failure to sign and submit this form along with the team roster will disqualify the player from participating. Additional forms may be downloaded from the City website. All signatures must be original signatures, **copies are not accepted.**
4. **League Fees:** Must be paid in full at time of registration. Any checks returned are subject to a \$25 fee and will jeopardize the team's standing in the league.
5. **Residency/Employment Verification:** Corporate Coed teams are required to provide verification that 66% of the rostered players work for a single company. If adding players after the original registration, teams must still comply with league employment requirements. Teams registering as a Burbank Resident team must submit verification that 75% of the entire roster lives and/or works in Burbank. If adding players after the original registration, teams must still comply with league residency requirements in which they registered.

RESIDENCY/EMPLOYMENT VERIFICATION

Please read carefully

EMPLOYMENT VERIFICATION REQUIREMENT

Examples of Acceptable Verification:

- Current pay check stub (amounts may be blacked out)
- Letter from the Human Resources Department on company letterhead

Examples of Unacceptable Verification:

- Handwritten pay check stub
- Company I.D. Cards
- W-2
- Copy of Business License
- Handwritten letters from Human Resources or not appearing on company letterhead

Note: Verification documentation must be dated within 3 months of the registration date. Corporate Coed Teams must maintain 66% of the team's roster employed with a single company.

RESIDENCY IN BURBANK

Examples of Acceptable Verification:

- Utility Bills (gas, Burbank Water & Power, cable, telephone)
 - Bank Statement
 - Credit Card Statement
- (amounts and account numbers may be blacked out)

Examples of Unacceptable Verification:

- | | |
|--------------------|---------------------|
| • Personal mail | • Handwritten bills |
| • One-time bills | • Driver's License |
| • Car Registration | • Annual Bills |

Note: Verification documentation must be dated within 3 months of the registration date.

MANAGER'S RESPONSIBILITIES

It is the manager's responsibility to inform all the players of the rules concerning eligibility and conduct as stated in the City of Burbank's Rules Governing Adult Sports. A manager using an ineligible player and/or player misconduct may lead to a manager's suspension. A copy of the General Rules Governing Adult Sports may be found on our website.

A player that participates on more than one team in any league will result in the illegal player being suspended for the season and forfeiture of all games in which the player participated in for all teams. The manager of each team is subject to disciplinary action. Only players legally on a team's roster are eligible to play. A player may play on a Tuesday Slow Pitch and a Thursday Slow Pitch but not 2 Tuesday teams.

A player is not considered a rostered player until a roster and assumption of risk or an additional waiver form has been submitted to the Sports Office and/or the sports office staff on the field. Rules for adding players are covered in the manager's meeting.

MANAGERS MEETINGS

**Manager's meetings for registered teams only.
Community Services Building #104
150 North Third Street, Burbank, CA 91502**

Annual Meetings:

Fast Pitch (Men's Modified, Women's)
Senior Softball

Tuesday, April 18 2016
Tuesday, December 13, 2016

6:30 p.m.
6:00 p.m.

Seasonal Meetings:

Fall 2016

Basketball
Slow Pitch & Coed

Thursday, August 11, 2016
Thursday, August 18, 2016

7:00 p.m.
7:00 p.m.

Winter 2017

Slow Pitch & Coed
Basketball

Tuesday, December 13, 2016
Tuesday, December 15, 2016

7:00 p.m.
7:00 p.m.

Summer 2017

Slow Pitch & Coed
Basketball

Tuesday, April 18, 2017
Tuesday, April 25, 2017

7:30 p.m.
7:00 p.m.

ADULT SPORTS CONTACT INFORMATION

Phone: (818) 238-5330—Monday-Friday 9:00 a.m.—6:00 p.m.

Email: adultsports@burbankca.gov

Field Conditions—The Sports Office has provided a variety of ways for players, managers, coaches, and spectators to determine the playing conditions of the fields during inclement weather.

- Phone the Field Conditions Hotline: (818) 238-1970
 - Monday-Friday after 3:00 p.m.
 - Saturday-Sunday 2 hours prior to game time*
*reminder some games may be called at game time due to weather changes
- Check the website: www.burbankusa.com

Website—The website contains current information regarding schedules, standings, field conditions, registration information and forms, a copy of the Burbank Athletic Federation's Code of Conduct, and the City of Burbank Rules.

Forfeits: Forfeits must be called in to the Sports Office no later than 5:00 p.m. the business day prior to the scheduled game to avoid forfeit fees. Forfeit fees may be paid:

- At the field in cash at the time of the forfeit
- In the Sports Office within 1 week of the forfeit during normal business hours with exact cash, check, Visa, or MasterCard

Schedules: Schedules will not be changed once they have been published; unless a facility becomes unavailable for play or inclement weather.

Player Referral Lists: Manager's may request the player interest list from the Sports Office at any time. The list is updated as interest forms come in.

Umpire Hotline: If you have a concern regarding rules and/or officials you may contact our Umpire-in-Chief.

- Voicemail: (818) 238-5334
- Email: smatthews@burbankca.gov or adultsports@burbankca.gov
- Office hours: Mondays 5:00-7:00 p.m. **subject to change without notice*

REGISTRATION DATES AND PROCESS

REGISTRATION PROCESS

Registration will be held on line beginning 9:00 a.m. on the first day and at the Sports Office, 1111 West Olive Avenue, Monday-Friday 9:00 a.m.—6:00 p.m. **All teams may register during this time period. You will be prompted to register as a resident or non-resident team.** Teams not meeting residency requirements will be charged an additional \$25 at registration. Resident teams will need to submit proof of residency with their team paperwork by the end of the registration period. If resident paperwork is not submitted by the end of the registration period, the team will be charged the additional \$25.

****note:** residents may now register during both weeks of registrations.*

All paperwork is due by 6:00 p.m. on the last day of open registration. Teams that fail to provide all the proper paperwork by the deadlines stated below will be removed from the league and all league fees less \$50 will be returned to the payee. Paperwork will only be accepted at the Sports Office, 1111 West Olive Avenue, Monday-Friday 9:00 a.m.—6:00 p.m.

FALL 2016

Open Registration

Paperwork Deadline is 6:00 p.m. July 15, 2016

BEGINS

July 2, 2016

ENDS

July 15, 2016

WINTER 2017

Open Registration

*Paperwork Deadline is 6:00 p.m. *November 10, 2016 ***(Thursday)***

BEGINS

October 29, 2016

ENDS

November 10, 2016

SUMMER 2017

Open Registration

Paperwork Deadline is 6:00 p.m. March 17, 2017

BEGINS

March 4, 2017

ENDS

March 17, 2017

REGISTRATION WILL BE TAKEN DURING THE DETERMINED DATES, BUT SPACE IS LIMITED. WAITING LISTS WILL BE MADE IF LEAGUES FILL UP PRIOR TO THE END OF REGISTRATION.

REGISTRATION FEE

Fees are paid per season, not yearly and are subject to change.
Official's Fees are to be paid in cash at the beginning of each game.

BASKETBALL

Resident (75% minimum)	\$340
Non-Resident	\$365
Officials	\$32 per game
Play-off Game Fees	\$38 per game

SENIOR SOFTBALL—1 dozen softballs provided for each team

League Fees	\$230
Officials	\$13 per game
Championship Game	\$26 per game

SOFTBALL—softballs provided at each game

Resident (75% minimum)	\$458
Non-Resident	\$483
Officials (Slow Pitch)	\$13 per game
Play-off Fees (Slow-Pitch)	\$26 per game
Officials (Fast Pitch)	\$35 per game
Play-off Fees (Fast Pitch)	\$40 per game

NOTE: Corporate Coed Qualifications are as follows:

- Burbank Residents—minimum of 66% work for the same Burbank based company
- Non-Residents—minimum of 66% work for the same Non-Burbank based company
- **Employment verification requires** a letter from Human Resources on company letter-head or copies of current paycheck stubs (amounts may be blacked out) within 3 months of the registration date. No hand written checks or letters will be accepted.

VOLLEYBALL

Resident (75% minimum)	\$252
Non-Resident	\$277
Officials	\$11 per game

BURBANK ATHLETIC FEDERATION

Burbank Athletic Federation (BAF)—The BAF is comprised of 7 community volunteers. This impartial board has developed a Code of Conduct that is to be adhered to by every player, manager, and coach participating in the City of Burbank Parks & Recreation Department's sports programs. The BAF also hears all suspension hearings for those who have violated the Code of Conduct.

BAF—Code of Conduct

No Member Shall:

1. At any time lay a hand upon, push, shove, strike, spit at, or threaten a game official, player, or any City official.
2. Argue with or refuse to abide by a game official or City official's decision.
3. Be guilty of objectionable demonstrations by throwing gloves, bats, equipment, or any other forceful action.
4. Be guilty of personal, verbal abuse or threats upon any official, player, spectator, or City official for any reason.
5. Discuss with a game official in any manner the decision reached by such official except the manager or team captain.
6. Be guilty of using unnecessarily rough tactics in the play of the game against the body and person of any opposing player.
7. Be guilty of physical attack as an aggressor, upon any player, game official, spectator, or City official.
8. Be guilty of abusive verbal attack upon any player, game official, spectator, or City official.
9. Use of profane, obscene, vulgar language or gestures in any manner or at any time.
10. Appear on the field of play at any time in an intoxicated condition. Consume alcoholic beverages or use narcotics on the playing field, dugout, bleachers, in a City park or facility, or school facility during a BAF activity.
11. Violate the Burbank Secondhand Smoke control Law which includes smoking on the playing field, dugout, bleachers, in a City park or facility, or school facility during a BAF activity.
12. Be guilty of gambling upon any play or the outcome of any BAF activity.
13. Be guilty of discussing publicly with the spectators in a derogatory or abusive manner any play, decision, or personal opinion of other players during the game.

BURBANK ATHLETIC FEDERATION

14. Be guilty of falsifying any information on a team roster, playing under an assumed name, or allowing anyone else to use your name to play in the league.
15. Be guilty of using a bat that has been altered in any way. Altering includes but is not limited to sanding, filing, shaving, lengthening, shortening, weight-altering, heating and cooling, coring, painting, counterfeiting, or other modifications.
16. Use unsportsmanlike conduct, incite others to act in a negative way, or fail to abide by the philosophical standards endorsed by the BAF and the City of Burbank Park, Recreation and Community Services Department.

Any incident not covered by the above will be administered at the discretion of the League Director and/or BAF Board of Directors.

The League Director has the authority to impose probation and suspension depending on the seriousness of the infraction. Ejection from a game contest will result in a subsequent minimum 1 game suspension. A player placed on probation will remain in that status for the time frame designated by the League Director. Suspensions may be for 1 or 2 games or depending on the infraction may be imposed until such time that a player is reinstated by the BAF Board. More serious disciplinary action may be administered by the BAF Board.

If a player wishes to request reinstatement, they must request an appeal hearing from the BAF Board. The following procedure is to be followed:

The suspended member must apply in writing to the BAF Board at the address below, for a hearing to determine eligibility for reinstatement. Suspended participants may not engage in any activity under the auspices of the BAF until reinstatement has been acquired. The request should be received 10 working days prior to the meeting which is usually held the first Tuesday of each month.

Burbank Athletic Federation—Sports Office
Re: Reinstatement Hearing
1111 West Olive Avenue
Burbank, California 91506

BASKETBALL TECHNICAL FOUL RULE

Basketball Technical Foul Guidelines

1. Teams will receive a technical but no additional penalty time for illegal numbers, 6 players on the court, and calling a time-out with none left.
2. If a player receives 1 technical foul during a game, they will be removed from the game for two minutes.
3. If a spectator receives 1 technical foul during a game, their team will be assessed a team technical. The manager/coach will need to address the spectator.
4. If a single player, coach, and/or spectator receives 2 technical fouls in 1 game they will be ejected and receive an automatic 1 game minimum suspension.
5. If a single player, coach, and/or spectator receives 3 technical fouls during the same season, they will receive a minimum 1 game suspension and will be placed on probation for the remainder of the season.—Each additional technical foul assessed to the same individual will result in an additional 1 game suspension.
6. If a team receives 5 technical fouls in a season they will be in jeopardy of not making the play-offs.
7. If a player, coach, and/or spectator is involved in a physical altercation they will be immediately ejected and will be suspended from play until they appear in front of the Burbank Athletic Federation Board and have been reinstated.
8. Any player, coach, and/or spectator ejected from 3 games in a single season will be suspended for the remainder of the season.



SLOW PITCH BAT RULE

Slow Pitch Bat Rule (Men's, Seniors, Church, Coed)

Bats shall be made of wood or metal, no 100% composite bats. Metal bats can have only one layer of metal on the barrel—No multi-walled or exterior shells. Outer surface of non-wood bats must be metal—no fiber wrapped bats or non-metal coated bats. Bats may not contain Titanium. Bats must be designed for softball and cannot be tampered with or altered. Bats cannot exceed 1.20 BPF. Must have a visible ASA certification mark and appear on the Certified Equipment bat list as a single wall or wood bat.

The use of a banned or altered bat in our leagues will jeopardize the player's and team's eligibility.

A list of certified bats can be found on the ASA website under certified equipment

<http://www.teamusa.org/USA-Softball/Play-ASA/Certified-ASA-Equipment>

FAST PITCH BAT RULE

Fast Pitch Bat Rule (Men's, Women's, Modified)

Bats must have a ASA certification stamp and not appear on the ASA banned bat list.

The use of a banned or altered bat in our leagues will jeopardize the player's and team's eligibility.

<http://www.teamusa.org/USA-Softball/Play-ASA/Certified-ASA-Equipment>

OFFICIALS' TRAININGS

The City of Burbank offers trainings for individuals who would like to officiate in our youth and adult sports programs. Our trainings take place during the following timeframes:

- ◇ **FLAG FOOTBALL and VOLLEYBALL** late July
- ◇ **BASKETBALL** early October
- ◇ **BASEBALL & SOFTBALL** early February



For specific dates and time please call
Sports Office at (818) 238-5330
Approximately 1 month prior to the estimated
training month listed above

LEAGUE CHAMPIONS & AWARDS



ADULT LEAGUES

- League Champions are determined by a playoff system in each division.
- Division Champions & Runners-Up will receive a team plaque and t-shirts.

SENIOR SOFTBALL

- | | |
|------------------------|------------------------------|
| • League Winner | \$45 towards the next season |
| • Tournament Winner | \$45 towards the next season |
| • Tournament Runner-up | \$40 towards the next season |

FALL 2016

BASKETBALL

League	Play Begins	No Play Dates
Men's	August 22	September 5 (Labor Day) October 31 (Halloween)
Women's	September 11	November 27 (Thanksgiving weekend)

SOFTBALL

League	Play Begins	No Play Dates
Coed Slow Pitch Corporate (Mon)	August 22	September 5 (Labor Day) October 31 (Halloween event)
Coed Slow Pitch Open (Sun)	August 28	September 4 (Labor Day) November 27 (Thanksgiving weekend)
Slow Pitch Men's (Tue)	August 30	November 22 (Thanksgiving Week)
Slow Pitch Men's (Thu)	September 1	November 24 (Thanksgiving)
Slow Pitch Seniors (Sun)	August 28	September 4 (Labor Day) November 27 (Thanksgiving weekend)
Fast Pitch Men's (Wed)	August 31	November 11 (Veterans Day) November 25 (Thanksgiving Week)
Fast Pitch Women's (Sun)	August 28	November 27 (Thanksgiving weekend)

VOLLEYBALL

League	Play Begins	No Play Dates
Reverse Coed	August 27	September 5 (Labor Day weekend) October 29 (Halloween event) November 26 (Thanksgiving weekend)
4-player women's	August 27	September 5 (Labor Day weekend) October 29 (Halloween event) November 26 (Thanksgiving weekend)

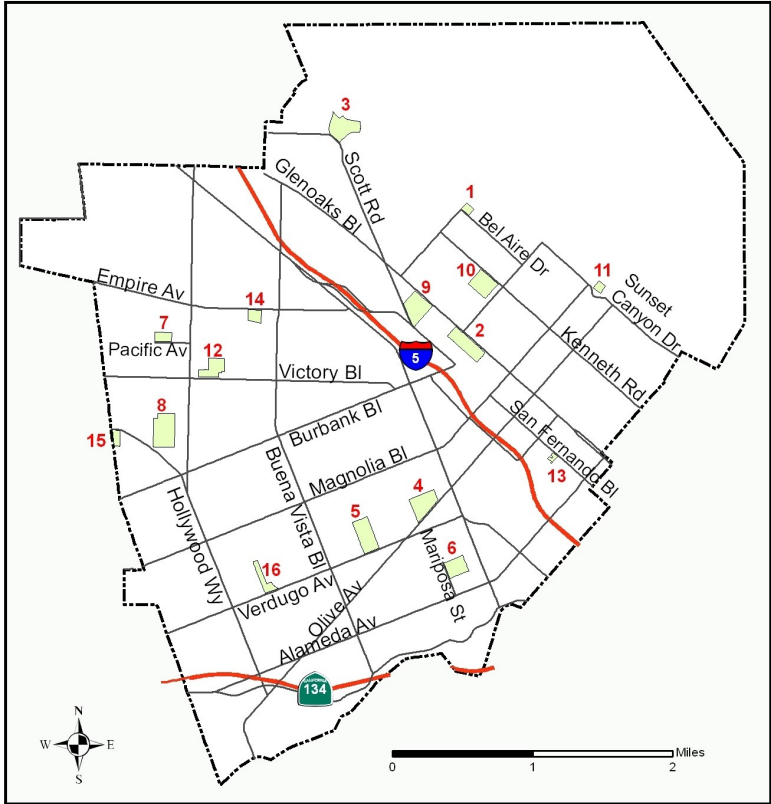
WINTER 2017

BASKETBALL		
League	Play Begins	No Play Dates
Men's	January 17	February 20 (President's Day)
Women's	January 8	February 5 (Super Bowl) February 19 (President's Day weekend) March 16 (Easter)
SOFTBALL		
League	Play Begins	No Play Dates
Coed Slow Pitch Corporate (Mon)	January 9	January 16 (MLK) February 20 (President's Day)
Coed Slow Pitch Open (Sun)	January 8	February 5 (Super Bowl) February 19 (President's Day weekend) March 16 (Easter)
Slow Pitch Men's (Tue)	January 10	None
Slow Pitch Men's (Thu)	January 12	None
Slow Pitch Seniors (Sun)	January 8	February 5 (Super Bowl) February 19 (President's Day weekend) March 16 (Easter)
Fast Pitch Men's (Wed.)	January 11	None
VOLLEYBALL		
League	Play Begins	No Play Dates
Women's	January 14	February 18 (President's Day)

SUMMER 2017

BASKETBALL		
League	Play Begins	No Play Dates
Men's	May 1	May 29 (Memorial Day)
Women's	May 7	May 14 (Mother's Day) May 28 (Memorial Day) June 18(Father's Day)
SOFTBALL		
League	Play Begins	No Play Dates
Coed Slow Pitch Corporate Coed (Mon)	May 1	May 29 (Memorial Day)
Coed Slow Pitch Open Coed (Sun)	April 30	May 14 (Mother's Day) May 28 (Memorial Day) June 18(Father's Day)
Slow Pitch Men's (Tue)	May 2	July 4 (Independence Day weekend)
Slow Pitch Men's (Thu)	May 4	None
Slow Pitch Church (Fri)	May 5	May 26 (Memorial Day weekend)
Slow Pitch Seniors (Sun)	May 7	May 14 (Mother's Day) May 28 (Memorial Day) June 18(Father's Day)
Fast Pitch Men's (Wed.)	May 3	None
Fast Pitch Women's (Sun.)	May 7	May 14 (Mother's Day) May 28 (Memorial Day) June 18(Father's Day)
VOLLEYBALL		
League	Play Begins	No Play Dates
Coed	May 6	May 27 (Memorial Day weekend)
4-player men's	May 6	May 27 (Memorial Day weekend)

Facility Map



Map	Park/Facility	Telephone	Map	Park/Facility	Telephone	Map	Park/Facility	Telephone
1	Bel Aire Park 1750 Bel Aire Drive Burbank, CA 91504		7	Larry L. Maxam Memorial Park formally named Pacific Park 3715 Pacific Avenue Burbank, CA 91505		13	Robert R. Ovrom Park 601 South San Fernando Road Burbank, CA 91504	238-5435
2	Burbank High School 902 Third Street Burbank, CA 91502		8	Luther Burbank Middle School 3700 West Jeffries Avenue Burbank, CA 91505		14	Robert E. Gross Park 2800 West Empire Avenue Burbank, CA 91504	
3	Brace Canyon Park 2901 Haven Way Burbank, CA 91504		9	McCambridge Park 1515 North Glenoaks Boulevard Burbank, CA 91504 McCambridge Recreation Center McCambridge Swimming Pool Burbank Tennis Center	238-5378 238-5381 843-4105	15	Valley Park 1625 North Valley Street Burbank, CA 91505 Valley Skate Park	238-5390
4	George Izay Park 1111 West Olive Avenue Burbank, CA 91506 Olive Recreation Center Burbank Little Theatre Sports Office	238-5385 238-9998 238-5330	10	Muir Middle School 1111 North Kenneth Road Burbank, CA 91504		16	Verdugo Park 3201 West Verdugo Avenue Verdugo Recreation Center Verdugo Swimming Pool	238-5390 238-5391
5	John Burroughs High School 1920 West Clark Avenue Burbank, CA 91506		11	Palm Park 1125 East Orange Grove Avenue Burbank, CA 91501		<div>Sports Office (818) 238-5330 Field Condition Hotline (818) 238-1970</div>		
6	Jordan Middle School 420 South Mariposa Street Burbank, CA 91506		12	Ralph Foy Park 3211 West Victory Boulevard Burbank, CA 91505 Roller Hockey Rink Schafer Field	845-0960			